

**Job Title: DEAN OF INSTRUCTION****Reports to:** Principal**Primary Purpose:**

The Dean of Instruction will assist the school principal in providing leadership to ensure high standards of instruction and overseeing compliance with the school improvement plan, success of the student-centered system of teaching and learning and community engagement in providing wrap around services to support instruction. He/she will be responsible for ensuring that teachers are implementing and executing rigorous curricula aligned with state, national, and international standards. He or she will also ensure that the curriculum provided is of highest quality and delivered with fidelity using best Student-Centered Learning practices and the Blended Learning Model. He or she must be well-versed in disaggregating and analyzing a variety of school data which will be used by all employees to meet the unique academic and social needs of every student. The Dean of Instruction will also be responsible for planning and delivering professional development opportunities for the entire staff. He or she will ensure that all students and staff are prepared for the administration of local and state assessments. The Dean of Instruction will report directly to the Principal.

QUALIFICATIONS**Education/Certification**

- Master's Degree
- Appropriate Michigan State Teaching and Administrative Certification or eligibility for these certifications

Special Knowledge/Skills

- Knowledge and skills relative to Student-Centered Learning
- Knowledge and skills relative to embedding technology into instructional practices
- Knowledge in effective teaching strategies, peer coaching, mentoring and development/delivery of professional development
- Strong leadership, oral, writing, and interpersonal skills
- Ability to evaluate instructional program and effective teaching practices
- Ability to disaggregate and analyze a variety of school data

Experience

Minimum of five years classroom teaching experience

Minimum three years experience in an administrative instructional leadership position

Method of Application: All interested candidates should submit a letter of application and current resume to:

Dr. MiUndrae Prince
Assistant Chancellor
Human Capital, Equity, and Accountability
Education Achievement Authority of Michigan
3022 West Grand Boulevard, Suite 14-652
Detroit, Michigan 48202

By E-mail to: princeh@michigan.gov

Employee Signature Date

NOTE: By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all- inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.